



**Historic Resources Commission of Asheville & Buncombe County**  
**CERTIFICATE OF APPROPRIATENESS**  
**APPLICATION CHECKLIST**

Thank you for your application for a Certificate of Appropriateness (CA). **The Historic Resources Commission (HRC) meets the second Wednesday of every month at 4 p.m.**, Asheville City Hall (70 Court Plaza), 1<sup>st</sup> floor, North conference room. All applications must be submitted to the Planning Department at least twenty-one days prior to the HRC meeting. **Applications are due by 5 p.m. on Tuesday, three weeks before the Wednesday Commission meeting.**

The HRC requires several elements of visual information in order to conduct its review. It is the applicant's responsibility to provide adequate photographs, architectural plans, and other materials to enable the HRC to understand the proposal and its impact on the surroundings. The HRC may defer applications if presentation materials are not sufficient to evaluate the proposal. **All of the below mentioned items must be submitted. Each item must indicate what is being shown and be labeled with the address of the project.**

**MATERIALS REQUIRED FOR MAJOR WORK**

- ☐ **Photographs** – several different photos of the building must include:
  - ☐ The front of the building, including the roofline (even if the work is to be done on the back of the building)
  - ☐ All other sides of the building [structure, lot], including the rooflines
  - ☐ The area where the work is to be performed
  - ☐ If windows and/or doors are to be replaced, a close-up shot of existing windows and doors
  - ☐ Streetscapes and the surrounding buildings in context with the project

***You must submit a complete set of 4 x 6 color or black and white photographic prints listed above. In addition, you must submit 17 copies of your submitted photographs. The additional 18 copies can be computer generated or photocopied.***

- ☐ **Architectural drawings** – detailed and dimensioned drawings showing both the existing elevation and the proposed changes to the building, structure or site. Drawings must be to scale, with sufficient clarity and detail to show the character of the proposed work. Each elevation that will be affected must be shown.
- ☐ **Floor plan** – drawing should be to scale and show the proposed floor plan for the project.
- ☐ **Site plan** – must show property lines and adjacent structures if your project is an addition, deck, fence or wall, driveway or other site alterations to scale.

***Please submit 18 copies of the materials listed above.***

- ☐ **Samples of exterior materials** – samples must be submitted with documentation and manufacturer's specifications and warranties for the proposed materials. Also please submit samples of proposed colors if known.

**MATERIALS REQUIRED FOR NEW CONSTRUCTION (All new construction projects require a Preliminary Review by the HRC prior to Final Review for the Certificate of Appropriateness)**

- ☐ A streetscape (storyboard) depicted with either photos, renderings or line sketches of neighboring houses that **must show** scale and massing of the new structure in context of the streetscape. Include the scale used.
- ☐ Detailed and dimensioned construction drawings, including the floor plan. Sketch Plan OK for Preliminary **(18 copies)**
- ☐ *All* new construction projects require a detailed site plan as described above. **(18 copies)**
- ☐ Samples of exterior materials, as detailed above.

**NEW CONSTRUCTION**  
ADDENDUM TO CERTIFICATE OF APPROPRIATENESS APPLICATION

Property Owner \_\_\_\_\_  
Street Address \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_

Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
District \_\_\_\_\_  
Tax Parcel \_\_\_\_\_

**Project Description: Check all that apply**

- ☐ Primary Structure                      ☐ Secondary Structure

**USE:**

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Residential   | <input type="checkbox"/> Commercial    | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Single family | <input type="checkbox"/> Office        |                                      |
| <input type="checkbox"/> Multi-family  | <input type="checkbox"/> Institutional |                                      |

**PRIMARY MATERIALS:**

- ☐ Wood
- ☐ Wood Shingles
  - ☐ Rectangular
  - ☐ Fishscale
  - ☐ Sawtooth
  - ☐ German siding
- ☐ Brick
- ☐ Stone
- ☐ Concrete Block
- ☐ Stucco/Pebbledash
- ☐ smooth stucco
  - ☐ pebbledash
- ☐ Slate
- ☐ Hardi-Plank
- ☐ Metal
- ☐ Glass Panels
- ☐ Other \_\_\_\_\_

**GABLES, DORMERS, ETC.:**

- ☐ Wood
- ☐ Wood Shingles
  - ☐ Rectangular
  - ☐ Fishscale
  - ☐ Sawtooth
  - ☐ Other \_\_\_\_\_
- ☐ Brick
- ☐ Stone
- ☐ Concrete Block
- ☐ Stucco
- ☐ Slate
- ☐ Hardi-Plank
- ☐ Metal
- ☐ Glass Panels
- ☐ Pebbledash
- ☐ Other

**Orientation of primary surface mtls:**

- ☐ Horizontal
- ☐ Vertical
- ☐ Diagonal
- ☐ Other

**Orientation of secondary surface:**

- ☐ Horizontal
- ☐ Vertical
- ☐ Diagonal
- ☐ Other

**TRIM & ORNAMENTATION / ARCHITECTURAL DETAILS**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Decorative siding | <input type="checkbox"/> Cornices       | <input type="checkbox"/> Moldings                |
| <input type="checkbox"/> Half timbering    | <input type="checkbox"/> Brackets       | <input type="checkbox"/> Corner boards           |
| <input type="checkbox"/> Fishscale         | <input type="checkbox"/> Lintels        | <input type="checkbox"/> Window & door surrounds |
| <input type="checkbox"/> Sawtooth          | <input type="checkbox"/> Brick patterns |  |
| <input type="checkbox"/> Other _____       | <input type="checkbox"/> Frieze         |  |

**VENTILATION:**

- |                                       |                                     |   |
|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> gable        | <input type="checkbox"/> peaked     | <input type="checkbox"/> triangular in peak |
| <input type="checkbox"/> Freestanding | <input type="checkbox"/> square     | <input type="checkbox"/> soffit             |
| <input type="checkbox"/> rectangular  | <input type="checkbox"/> decorative | <input type="checkbox"/> roof               |
| <input type="checkbox"/> circular     | <input type="checkbox"/> louvered   | <input type="checkbox"/> foundation         |

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**ROOF****Shape**

- ☐ Flat
  - ☐ Gable
    - ☐ Front
    - ☐ End
    - ☐ Multi# \_\_\_\_\_
  - ☐ Hip
  - ☐ Gambrel
  - ☐ Shed
  - ☐ Box cornice
  - ☐ Open cornice
  - ☐ Exposed rafter ends
  - ☐ Facia boards
  - ☐ Gutters
    - ☐ Built in
    - ☐ Applied
  - ☐ Downspouts
    - ☐ Copper
    - ☐ Aluminum
    - ☐ Vinyl
  - ☐ Rain deflector
- Overhang \_\_\_\_\_

**Pitch**

Primary \_\_\_\_\_  
Secondary \_\_\_\_\_  
Other \_\_\_\_\_

**Materials**

- ☐ Composition (asphalt/fiberglass)
- ☐ Standing seam tin
- ☐ Pressed tin
- ☐ Metal shingles
- ☐ Slate
- ☐ Synthetic slate
- ☐ Built-up
- ☐ Clay tiles
- ☐ EPDM

**Color**

- ☐ Primary \_\_\_\_\_
- ☐ Secondary \_\_\_\_\_
- ☐ Other \_\_\_\_\_

**Features:**

- ☐ towers
- ☐ Lightning rods
- ☐ spire
- ☐ cupola

**Dormers:**

Total # \_\_\_\_\_  
Front elevation # \_\_\_\_\_  
# windows \_\_\_\_\_

**Window shape**

- ☐ Rectangular
- ☐ Arched
- ☐ Palladian
- ☐ Other
- ☐ Vent

**Roof shape**

- ☐ Shed
- ☐ Gable
- ☐ Hip
- ☐ Eyebrow

Surface mtl: \_\_\_\_\_

Roof mtl: \_\_\_\_\_

**Chimneys:****Materials**

- ☐ Brick
- ☐ Stucco
- ☐ Other \_\_\_\_\_

**Type**

- ☐ End
- ☐ Interior
- ☐ cap

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**MECHANICAL EQUIPMENT:****HVAC**

- ☐ Side yard
- ☐ Rear yard
- ☐ Window
- ☐ Roof

**Skylights**

- ☐ Flat
- ☐ Hipped
- ☐ Concave
- ☐ Size

**Misc.**

- ☐ Small satellite dish
- ☐ Large satellite dish
- ☐ TV antennae
- ☐ Solar panels

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**FOUNDATIONS:****Type**

- ☐ Slab
- ☐ Raised slab
- ☐ Frame – height \_\_\_\_\_

**Materials**

- ☐ Brick
- ☐ Concrete block
- ☐ Stucco

- ☐ Piers
- ☐ Lattice
- ☐ Stone

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**STREET FACING ENTRANCE/PORCH****Balustrade / Railing**

- ☐ Wrought Iron
- ☐ Wood
  - ☐ turned

**Flooring**

- ☐ Tongue & Groove
- ☐ Decking Boards
- ☐ Concrete

**Supports / Columns**

- ☐ Turned
- ☐ Classical
- ☐ Fluted (round)

- ☐ 2x2  
☐ 2x4  
☐ Other \_\_\_\_\_  
☐ Vertical orientation  
 \_\_\_\_\_ o.c.  
☐ Other orientation

#### Ceiling (if applicable)

- ☐ None  
☐ T/G  
☐ Plywood  
☐ Other

#### Roof Material

- ☐ Standing Seam Tin  
☐ Built up  
☐ Single ply  
☐ Shingle  
☐ Slate  
☐ Copper  
☐ Other \_\_\_\_\_

- ☐ Brick  
☐ Tile  
☐ Other \_\_\_\_\_

#### Stairs

- ☐ Wood  
☐ Brick  
☐ Concrete block  
☐ Tile  
☐ Other \_\_\_\_\_  
☐ Handrail  
☐ Wood  
☐ Metal

#### Foundation Type

- ☐ Brick  
☐ Concrete block  
☐ Pier  
☐ Lattice  
☐ Stone

- ☐ 4x4  
☐ 6x6  
☐ Chamfered  
☐ Wood  
☐ Paired  
☐ Brick  
☐ Tapered wood  
☐ Other \_\_\_\_\_

#### Accessibility Ramp

Located at:

- ☐ Street front  
☐ Side  
☐ Rear

Materials

- ☐ Wood  
☐ Metal  
☐ Concrete

Slope \_\_\_\_\_

Railing \_\_\_\_\_

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### FENESTRATION

#### Windows:

Groupings- front elevation

- ☐ Singles  
☐ Pairs  
☐ Triples

Groupings – all sides

- ☐ Singles  
☐ Pairs  
☐ Triples  
☐ Other \_\_\_\_\_

#### Materials:

- ☐ Wood  
☐ Metal  
☐ Glass Block  
☐ Other

#### Style:

- ☐ Fixed  
☐ Double hung  
☐ Casement

#### Storm windows:

- ☐ Aluminum  
☐ Triple-track  
☐ Wood  
☐ Wood  
☐ Color  
☐ Screens  
☐ Wood  
☐ Aluminum  
☐ Full  
☐ Half  
 Dimensions \_\_\_\_\_

Orientation

- ☐ Vertical  
☐ Horizontal

#### Doors:

- ☐ Single  
☐ Double  
☐ Revolving  
☐ Other \_\_\_\_\_

#### Materials:

- ☐ Metal  
☐ Glass  
 Size \_\_\_\_\_  
 Shape \_\_\_\_\_  
 # lites \_\_\_\_\_  
☐ Sidelights # \_\_\_\_\_  
☐ Transom  
 Shape \_\_\_\_\_

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#### Color

Body 1 \_\_\_\_\_  
 Body 2 \_\_\_\_\_

Trim \_\_\_\_\_  
 Accent \_\_\_\_\_

Roof \_\_\_\_\_  
 Glazing \_\_\_\_\_

### SITE PLAN

Please complete the following and indicate each element clearly on the proposed site plan.

Dimensions of lot \_\_\_\_\_  
 Square footage of lot \_\_\_\_\_

RHYTHM  
 Structure  
 # bays wide \_\_\_\_\_

Existing features (identify on plan and describe proposed changes)

Trees larger than 8" dia. At 4' level

Fences (type)

Retaining walls (ht/mtls)

Sidewalks

Drive cuts

Shape of building

Dimensions of building

Primary elevation (width)

Secondary elevation (depth)

Other\_\_\_\_\_

Building footprint\_\_\_\_\_Square Feet

Height of building

# of stories\_\_\_\_\_

Peak to grade\_\_\_\_\_

Corners to grade\_\_\_\_\_

Floor level to grade\_\_\_\_\_

Chimney height\_\_\_\_\_

Other\_\_\_\_\_

Lot coverage

Primary structure\_\_\_\_\_

Secondary structure\_\_\_\_\_

Parking

# of parking spaces required

Regular\_\_\_\_\_

Handicapped\_\_\_\_\_

Paving material\_\_\_\_\_

Lighting\_\_\_\_\_

Trash Containers/Dumpster  
(side & rear only, screened)

Primary Street elevation\_\_\_\_\_

Secondary Street elevation\_\_\_\_\_

# bays deep\_\_\_\_\_

Surrounding properties (same side of street-if corner lot include 2 properties opposite corner)

Front setbacks\_\_\_\_\_

Spacing between structures\_\_\_\_\_

Width of structures\_\_\_\_\_

Proposed setbacks

Front setback\_\_\_\_\_

Rear setback\_\_\_\_\_

Left side setback\_\_\_\_\_

Right side setback\_\_\_\_\_

Distance

Curb to Right of Way @ front\_\_\_\_\_

Curb to Right of Way @ side\_\_\_\_\_

SITE PLAN TO SHOW RELATIONSHIPS W/  
SURROUNDING STRUCTURES:

- Distance between proposed structure and surrounding structures on same block face; corner lots to include 2 adjacent properties.
- Width between surrounding structures on adjacent blocks
- Width of surrounding structures

Lighting (on building)

fixture styles (provide sketch or brochure)

color\_\_\_\_\_

height\_\_\_\_\_

Signage

☐ Wood

☐ Metal

☐ Other\_\_\_\_\_

Height of lettering\_\_\_\_\_

Color\_\_\_\_\_

Lighting of sign\_\_\_\_\_

Square footage\_\_\_\_\_

Landscaping – indicate all plants/shrubs around structure and parking areas